



Your Experience Can Make The Difference

Human Resources Specialist – SV-201-F/G

As an entry-level Human Resources Specialist at TSA, you will have the opportunity to apply your knowledge of TSA policies to effect human resource programs and initiatives. You may work in one or more functional areas of human capital which include recruitment, assessment/selection, hiring, placement, position management, compensation (pay, awards/bonuses), benefits, personnel processing, and termination/transfer/retirement. You will be responsible for providing general human resources services in classification and job design, organizational structuring, realignment, and position management.

Qualifications:

F–Band: Candidates must have at least three years of qualifying general experience. Qualifying general experience includes performing duties associated with analyzing problems to identify significant factors; gathering pertinent data and recognizing solutions; planning and organizing work; and communicating effectively orally and in writing.

OR have completed a four-year course of study leading to a bachelor's degree in any field.

OR have an equivalent combination of qualifying education and experience.

G–band: Candidates must have at least one year of specialized experience comparable in difficulty to the F-Band (GS-9) level in the Federal service. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position **and must include experience in providing human resource consultation or advice, tracking human resource personnel actions, and responding to requests for information concerning hiring.**

OR have completed a Ph.D. or equivalent doctoral degree or three full years of progressively higher level graduate education that provided the knowledge, skills and abilities needed for successful performance in this position.

OR have an equivalent combination of qualifying education and experience.

For more information about the Career Evolution Program, please visit www.tsa.gov/CEP
www.tsa.gov/CEP • NewHorizons.CEP@dhs.gov

TSA is an Equal Opportunity Employer: All qualified candidates will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, personal favoritism, protected genetic information, or other non-merit factors.



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